

DEMOLITION/CLEARANCE
Project Packet Cover Sheet

Participating Municipalities: _____

1. Name of Project: _____
(If proposing more than one Demolition/Clearance project/program, please complete a project packet for each proposed project. 7 pages per packet.)

2. Project Description: Please provide a summary of the proposed project. The summary should include a detailed scope of the whole project, including the non-CDBG funded components. For regional and joint applicants, list the amount of funds allocated per municipality for the project(s). This description will be used to confirm overall project feasibility.

3. Type of Project:

Demolition: _____

Clearance: _____

4. National Objective: select a) or b)

a) Benefit to low and moderate income persons _____
• For this national objective, estimate the number of low and moderate income persons to benefit from Project (please provide number, not percentage) _____

b) Elimination of slums or blighting conditions: Area Spot ÿ

5. Project Budget Information:

CDBG project cost: \$ _____

Total CDBG cost: \$ _____

Other funds (if applicable): \$ _____

Total Project Cost: \$ _____

Cite source of other Project funds: _____

6. Number of properties targeted: _____

7. Location, by street, of Project(s): _____

8. Who will manage/implement the Project? _____

Project budget: DEMOLITION			
Project #_____	CDBG Cost (\$)	Other Funding Costs (\$)	Total Cost (\$)
Architectural/Engineering	\$	\$	\$
Legal, Other Consultants	\$	\$	\$
Clerk of the Works	\$	\$	\$
Project delivery ¹	\$	\$	\$
Acquisition	\$	\$	\$
Site Preparation	\$	\$	\$
Demolition	\$	\$	\$
Permits, Approvals, Licenses	\$	\$	\$
Contingency (%,____)	\$	\$	\$
Other (identify):	\$	\$	\$
Project Totals²	\$	\$	\$

¹ Delivery costs are to deliver project services such as a project manager for demolition oversight. Delivery costs are not considered general administrative costs.

² Project total for budget form will equal the Budget Summary Sheet.

THRESHOLD QUESTIONS:

- 1. Identify the National Objective that will be met by the project.** Describe in detail how your project will meet a national objective and how it will be documented. (See page 70 for National Objective guidance and page 81 for the National Objective question.)
- 2. The project must be eligible for CDBG assistance.** Identify the type of project and cite the applicable provision of Section 105(a) of Title I, Housing and Community Development Act of 1974, as amended. (See Appendix A and pages 52-54 for eligibility guidance.)
- 3. Demonstrate project consistency with the following:** Please provide a Community Development Strategy that includes the proposed project. (See “Guidance on Scored Questions” section and page 81 for the question.)

Project Need - 20 points

4. What is the need for the proposed project/program?

The need for the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Severity of need: examples of information to demonstrate severity of need include, but are not limited to, current characteristics and condition of the site and/or property(ies) to be demolished or cleared, code violations, citations, and condemnations. Applicable photographs may be included in appendix. (10 points)
- b) Need for CDBG funds and documentation of efforts to obtain other funds to accomplish this project: examples of information to demonstrate need for CDBG funds include, but are not limited to, the extent of the municipality's efforts to obtain non-CDBG funding (i.e., local revenues, other public and private resources) to address the identified needs. Document successful and unsuccessful efforts to secure other funds. (6 points)
- c) Community Involvement and Support: community shall demonstrate and document the community and target population's involvement in the development of this project/program and how this community participation process resulted in support for the project/program. (4 points)

Project Feasibility - 20 points

5. Why is this proposed project/program feasible?

The feasibility of the project will be evaluated upon the extent to which the response meets the following criteria:

- a) Identification and analysis of alternative approaches, their associated costs, and the pros and cons of these approaches: Present rationale for choosing the proposed project/program as the most feasible and cost effective; explain how and why the proposed project will best meet the identified needs. (4 points)
- b) Readiness of project: examples of information to demonstrate readiness include, but are not limited to, status of site control, status of specifications, identification and status of all permits (i.e., environmental, health, safety, building, zoning). The availability of all other funds/resources needed to complete the project must be documented. (6 points)
- c) Reasonableness of project funding: examples of information to demonstrate reasonableness include, but are not limited to, current detailed cost estimates; comparable examples; and the process used to determine that the costs are reasonable; qualifications of the person who prepared the estimates; explanation of all sources and uses of funds; a viable contingency plan for cost overruns that does not include CDBG funds (excluding program income); the provision of operating and maintenance plan, including funding sources. (8 points)
- d) Completeness and reasonableness of timeline: examples of information to demonstrate the feasibility of the timeline include, but are not limited to, description of project milestones including environmental review and permitting; time required to accomplish each milestone; how all components will be completed within the stated timeframe. (2 points)

Project Impact - 15 Points

6. What will be the impact of the proposed project/program?

The project impact will be evaluated upon the extent to which the response meets the following criteria:

- a) Resources leveraged: Provide documentation of resources leveraged directly for this project, which may include funding from other sources, equity, volunteer efforts, staff/in-kind contributions, and force account

labor. Must include a written commitment for all leveraged resources. (6 points)

- b) Impact of the proposed project on the target area or target population: Examples of information to demonstrate impact include, but are not limited to, benefits to direct and indirect beneficiaries; quality of life considerations; economic viability; neighborhood stabilization, and the quantitative and qualitative measures the community will use to assess visible improvements. For previously funded programs, please provide a qualitative and quantitative analysis of the impact of this program upon the target population and/or area. (4 points)
- c) The degree to which the project is consistent with the Sustainable Development Principles listed in Exhibit 5 of the One Year Action Plan. (5 points.)

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